

## South Asian Consultant

### Overview:

SPECTRUM is a volunteer-based 2SLGBTQ+ charity that is sustainable, supportive, positive and a safe space for people of all ages in the Waterloo Region. By providing resources, information, rainbow-related events, and programming, SPECTRUM works together with partners and allies to ensure a strong and inclusive community.

SPECTRUM recognizes that the organization has work to do to ensure that its programs and services are accessible and relevant to all members of the community. One of our four strategic priorities for 2021-2023 is Equity, Diversity, and Inclusion. We want to ensure that we are working within anti-racist and anti-oppressive frameworks.

### Position Description:

SPECTRUM is recruiting a South Asian-identified individual to work as a consultant for the organization on a part-time contract basis. The consultant will help to ensure SPECTRUM is as inclusive, relevant, welcoming, and accessible as possible to South Asian 2SLGBTQ+ people living in Waterloo Region. They will:

- Review our Policy and Procedure Manual and suggest revisions, or additions as necessary, assisting with implementing changes
- Review our Forms and suggest revisions, or additions as necessary, assisting with implementing changes
- Attend and review our existing programs and services and suggest changes as necessary
- Suggest new programs and services as appropriate, and support implementation
- Make and execute a plan for outreach to South Asian communities and help us gather feedback and understand the needs of these communities
- Make recommendations for improvements or changes to our physical space as necessary, and support implementation of changes
- Make recommendations for how to appropriately mark or celebrate relevant holidays or cultural observation days
- Make recommendations for training that our personnel should participate in as appropriate
- Develop an evaluation and feedback framework that SPECTRUM can use ongoingly to ensure our accessibility and relevance to South Asian communities, and support implementation

### Qualifications:

- South Asian-identified
- 18 years of age or older
- Preference will be given to candidates who are 2SLGBTQ+-identified
- Excellent written and verbal communication skills
- Strategic thinking
- Experience in equity and inclusion work

**Reporting:**

The Consultant will report to our Acting Executive Director with guidance from our Equity, Diversity, and Inclusion Committee.

**Compensation:**

- The Consultant will work flexible hours between hiring and October 31, 2021 at a rate of \$30/hour up to 80 hours in total.
- Total \$2,400

**Application:**

Please apply with a cover letter and resume to [info@ourspectrum.com](mailto:info@ourspectrum.com) by August 13, 2021.  
Subject line: APPLICATION: CONSULTANT.